

Minutes of the February 17<sup>th</sup> meeting of the Sawyer County  
Administration Committee  
Of the Sawyer County Board of Supervisors  
Assembly Room; Sawyer County



**Voting Committee Members (X) Present:**

- Chair: **Tweed Shuman**
- Vice Chair: Dale Schleeter
- Tom Duffy
- Ron Kinsley
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**Others Present:**

Tom Hoff  
Lynn Fitch  
Mike Coleson  
Mike Keefe

**Call to Order** –Chair Shuman called the meeting to order at 10:00 am.

**Certification of Compliance** with the open meeting law was met. Roll Call taken; quorum was met.

**Meeting Agenda** –

**Public Comments** –

**Minutes from the previous meeting** – A motion was made by Mr. Duffy to approve the minutes of the January 20, 2022, meeting; second by Mr. Kinsley. Motion carried without negative vote.

**Veterans Service Department Report** – A written report was provided.

**Information Technology Department Report** – A written report was provided.

**Human Resources Report** – A written report was provided. Mr. Hoff advised that other County Administrators are reporting many staff vacancies, one county as many as 42 open positions.

**Ambulance Billing Provider** – Mr. Hoff advised that our new billing service, LifeQuest, requires a new Merchant Credit card account and bank account so we can accept credit card deposits. LifeQuest will handle all of our deposits in the future. A motion was made by Mr. Kinsley; second by Mr. Duffy to approve the request for the new merchant card and bank account and forward to County Board for approval. Motion carried without negative vote.

**Courtroom Update** – Mr. Hoff advised that the bids were opened on Monday. After completing that process, we did not receive bids on all construction components. Miron will repost the requests for some of the bid components because of this and we will table the awarding of construction bids for the March meeting cycle.

**County Administrator's Report** – Mr. Hoff reported he will be with the County through March 11<sup>th</sup>. He and Mr. Keefe are talking with our auditors who have a product to help track and report ARPA fund commitments which will be a help to our new staff. The opioid settlement has been reached and we are expecting to receive the first of the funds late spring/early summer. Municode is not ready for launch yet. Mr. Hoff is working with Mike Keefe and Rose Lillyroot on transition processes.

**Administrator Recruitment Update** -- Mr. Kinsley advised we will be conducting interviews the first part of March. He recommended appointing an interim administrator, and Mr. Keefe is interested in fulfilling this duty. At 10:52 am, a motion was made by Mr. Duffy; second by Mr. Schleeter to enter closed session pursuant to Wisconsin Statutes 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public

employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote was taken and passed 4 – 0 with “aye” votes from Shuman, Schleeter, Duffy, and Kinsley.

At 10:59 am a motion to return to open session was made by Mr. Duffy; second by Mr. Schleeter. Motion passed without negative vote.

A motion was made by Mr. Duffy; second by Mr. Schleeter to appoint Mike Keefe as Interim County Administrator effective March 11, 2022, and pay him the same salary as the current Administrator for the duration of this service. This recommendation will go to the February 17<sup>th</sup> County Board meeting for approval. Motion carried without negative vote.

**Future Agenda Items** -- Ad Hoc Recruitment Committee for the purpose of allocating remaining ARPA funds

**Meeting Date/Time** – The next meeting of the Administration Committee will be Thursday, March 10, at 10:00 am in the Assembly Room.

Meeting adjourned at 11:02 am

Minutes recorded by Lynn Fitch, County Clerk